

# **Idaho School for the Deaf and the Blind**

## **Policies and Procedures**

### **Section: 1100**

#### **Subsection: Visitors to ISDB Facilities**

**Revised February 05**

#### **Reference:**

#### **Purpose:**

To ensure safe and secure environments for students and staff in all school facilities, at all times, under all circumstances.

#### **Policy:**

Proper authorization procedures are required to ensure that all campus visitors or individuals that stay overnight in campus facilities pose no threat to the safety or security of students or staff. Controls are also needed to ensure that any pets or animals brought to the campus pose no threat to the health or safety of students or staff.

#### **Procedures:**

##### **Visitors to ISDB Campus & Outreach Offices:**

All visitors to ISDB facilities will report to the main office to sign in, present identification, clarify the purpose of the visit, and receive a visitor pass which will be worn at all times while on the property. If a "walk in" visitor arrives without an appointment, a department supervisor should be contacted immediately to determine if they should be authorized any further access to the campus. The staff should summon help immediately if they have any reason to believe a visitor in any way threatens the safety and security of students or staff.

Outreach Offices should cooperate with all safety and security procedures directed by the facility owners and operators at their various locations. They should also implement whatever precautions they feel are necessary to ensure the safety and security of their respective office space.

##### **Visit requests:**

All visit requests should be referred through the department supervisor responsible for the program(s) to be visited. These supervisors can best determine the appropriateness of the request, to include best date(s), length of visit, required accommodations and staff scheduling. Once administrative approval is received for any scheduled visit, the important details about the individuals' identity, purpose of visit, and length of stay will be announced to students and staff via the daily bulletin.

##### **Authorized overnight stays in campus facilities:**

(Other than parents) Only individuals who successfully complete a criminal background check will be allowed to stay overnight on campus while students are present. Most authorized individuals will be on campus in some official capacity such as student teachers or interns and have a justifiable need for overnight accommodations. There must also be available and approved space for a person to stay overnight on campus, other than student living quarters.

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Infrequent, short term overnight stays by parents will be considered based upon a justifiable need, on a first come first serve basis, and for non-student living quarters. Parents are not permitted to stay overnight in student living facilities while any student other than their own child is present.

Special guests such as meeting presenters, trainers, or prospective employees may be authorized to stay overnight on campus, provided space is available in approved non-student living quarters.

#### **Pets or animals on campus:**

No pets or animals will be kept in classrooms or student living quarters without specific prior approval of the Administrative Leadership Team. All requests to keep animals will be considered under the following guidelines:

- What justifiable benefit does the pet or animal provide to the campus, students or staff?
- Does the pet or animal pose any health or safety concern?
- Will proper care of the pet or animal require any cost to ISDB?
- Will the State Risk Management Office (ISDB's insurer) cover liability in the event that the pet or animal causes injury to any individual?
- Will there be any extra work for the custodial staff?
- How will the pet or animal be cared for on weekends or extended vacation periods?

Approval of any request for overnight accommodations not covered above will be made through the Administrative Leadership Team with final approval by the Superintendent.

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Revised/Approved – February 2005

Harvey W. Lyter III, Interim Superintendent